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## COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

Ext. work with women no.31

U. S. Department of Agriculture  
and State Agricultural Colleges

States Relations Service, Office  
of Extension Work North and West  
Washington, D. C.

U. S.-FOI Cooperating.

NOV 25 1921

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# Time Study of Home Demonstration Agent's Work

SEP 28 1921

Name \_\_\_\_\_ Date \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_ Headquarters \_\_\_\_\_

## Travel

[illegible]

## Office

A blank sheet of graph paper with a grid pattern. The grid consists of 10 columns and 6 rows of squares. A horizontal line runs across the middle of the page, between the third and fourth rows from the top. There are some faint marks and smudges on the paper, particularly near the center and bottom left corner.

## Office Conferences

This image shows a full page of blank graph paper. The grid consists of 10 columns and 8 rows of squares, formed by thin black lines on a light gray background. There are no markings or text on the paper.

Preparation of material  
for field work

[illegible]



## Meetings

- (1) Training classes for leaders
- (2) Project work
- (3) General

## Field conferences

- (1) Project leaders
  - (a) County
  - (b) Community
- (2) Supervision of home demonstrations
- (3) Representatives of cooperative agencies
- (4) Miscellaneous

Work on fairs, exhibits, etc

Assisting at meetings of  
cooperative agencies

Total

Publicity material

[illegible]





# Analysis of Time of Office Assistant in Home Demonstration Agent's Office

Note: If any of this work is done by agent, indicate by a star in time column.

	Mon.		Tues.		Wed.		Thur.		Fri.		Sat.		Total	
	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min	Hrs	Min
<u>Filing</u>														
<u>Preparation of material for publication</u>														
<u>Telephone</u>														
<u>Typewriting</u>														
(1) Letters														
(2) Reports														
<u>Miscellaneous work (list)</u>														
_____														
_____														
_____														
_____														
_____														
<u>Total</u>														





DATA NEEDED FOR CORRECT INTERPRETATION OF STUDY

Date work was introduced in the county \_\_\_\_\_

Was there any period when work was discontinued; if so, how long was the county without an agent? \_\_\_\_\_

Date when present agent began work in the county \_\_\_\_\_

How many communities do you recognize in the county? \_\_\_\_\_

How many are organized for home demonstration work? \_\_\_\_\_

What date was work on community programs begun? \_\_\_\_\_

How many community organizations are working under a program of work? \_\_\_\_\_

Have you a county program of work? \_\_\_\_\_ If so, attach a copy.

Have you a year's calendar of work? \_\_\_\_\_ If so, attach a copy.

What clerical help have you? \_\_\_\_\_

Office

If office is shared with others, is arrangement satisfactory? \_\_\_\_\_

How is office material other than correspondence filed? \_\_\_\_\_

List of office equipment:

	Number		Number
Desks	_____	Multigraph machines	_____
Tables	_____	Book cases	_____
Files	_____	Bulletin cases	_____
Maps	_____	Addressograph	_____
Typewriters	_____	Card indexes	_____
Other equipment:			
_____	_____		
_____	_____		
_____	_____		

How do you record your daily activities? (Attach any forms used)

\_\_\_\_\_  
\_\_\_\_\_

# THE HISTORY OF THE

REIGN OF KING CHARLES THE FIRST

IN THE YEAR 1649

BY JOHN BURNET

OF THE UNIVERSITY OF OXFORD

IN TWO VOLUMES

VOLUME THE FIRST

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Attach any forms used for records of results of work done by others than yourself.

Who compiles data for reports? \_\_\_\_\_

How many days per week do you work? \_\_\_\_\_

What is the average number of hours in your work-day, including travel time to and from meetings? \_\_\_\_\_

Do you have days or parts of days set aside for the following; if so, give day and time allowed for each?

1. Report making \_\_\_\_\_
2. Receiving office calls \_\_\_\_\_
3. General office work \_\_\_\_\_
4. Preparation of subject matter  
for field work \_\_\_\_\_

List county and local organizations with which you have cooperative plans of work:

Do you have automobile for your exclusive use? \_\_\_\_\_ If not, what means of transportation have you? \_\_\_\_\_

What methods have been most effective in making for efficient use of your time?

How typical of the year is the report of this month's work? \_\_\_\_\_

Would you be willing to make another such report in one of the spring months and again in the summer in order that a fairly complete knowledge be secured of the time schedule in your county? \_\_\_\_\_

